

Building and Grounds Committee Meeting
Meeting Notes

August 18, 2021 4:00 PM

1. Call to Order/Roll Call – Jim Lee 3:57 PM
Present: Sue Holmes, Dawn Brooks, Mindy Long and Jim Lee
2. Public comment - None
3. Old Business
 - a) Completed Items
 1. The Fence was removed
 2. The National Registry of Historic places Pre-Evaluation form (Step 1) has been completed and submitted.
 3. The Sprinkler system has been updated.
 4. Rental Property plumbing issue – Not a plumbing issue
 - b) Items in Progress
 - 1 Elevator- Project update. Mindy will contact KONE to see if the \$100,000 estimate still holds. We may be able to apply for a Live and Learn Grant for the State Street Door project. Mindy is seeking other quotes.
 - 2 Madison Street (Front Stairs) – On hold at the present time
 - 3 State Street Side Doors – Project Update. We may be able to use the live and Learn Grant.
 - 4 RAMP Suggestions – Handy Capped Sign need to be adjusted. Possibly use City Workers. Develop time line for other suggestions. Project Update
 - 5 Cleaning Service Proposals – On hold for now. Project Update
 - 6 Custodial tasks – Status will remain unchanged at the present time.
 - 7 Landscaping – Volunteers have been pulling weeds. The New landscaping service has started as of 8/19/2021 Project Update
 - 10 Façade grant – See number 3
 11. Compost Bin – Not at present time.
 12. Water sprinklers/hoses and timers – Hoses timers and sprinklers are operational.
 13. Per Mar Motion Control Alarms – Quote \$1700.00 Project Update. This is on hold until door work begins.
 14. National Registry of Historic places – We are moving on to part 2.
 15. Rental Property mold situation. We are looking for someone to do this work.
4. New Business
 - a) Fire alarm inspection. Schedules 11/16/2021
 - b) Fire Extinguisher inspection concluded 8/5/2021
 - c) Landmark Grants in Progress
 - d) Fire drill will be held at a future date – Fire Dept. will assist. Also will have a defibrillator Demo and CPR classes.
5. Next Meeting September 15, 2021 4:00 PM (Suggested time)
6. Adjournment 4:43